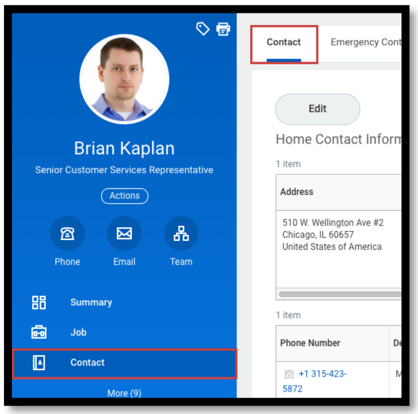
ACCESS YOUR WORKER PROFILE PAGE

Your Worker Profile page displays information about you, including your office location, phone number, and compensation. Note that the visibility of sensitive information is controlled by individual users' security profiles.

To access your Worker Profile page, click your **Profile** icon, **View Profile**. Your Worker Profile page displays.

ADD OR CHANGE YOUR CONTACT INFORMATION

1. Click the **Contact** tab. The **Contact** subtab is selected.



2. Click **Edit**. Within each section, click the **Edit** icon to change existing information or click **Add** to add new information. You can also click within a field to edit.
3. Click **Submit**.

Note: *If you are making a change to your address, please remember to reach out to IPERS, Wellmark, and your deferred comp provider, if applicable, and update your address for their records.*

ADD OR CHANGE EMERGENCY CONTACTS

1. Click the **Contact** tab.
2. Click the **Emergency Contacts** subtab.
3. Click **Edit**. Enter or modify your emergency contacts.
4. Click **Submit**.

MODIFY YOUR PERSONAL INFORMATION

1. Click the **Personal** tab from the Worker Profile.
2. Click **Edit**. Enter or modify your personal information.
3. Click **Submit**.

CHANGE YOUR LEGAL NAME

1. Click your **Related Actions** button. Actions
2. Select **Personal Data** > **Change My Legal Name**.
3. Enter your new information.
4. Attach supporting documentation. Enter "Personal documentation" in the document description and select "Personal Information" in the document category.
5. Click **Submit** and **Done**

CHANGE YOUR PREFERRED NAME

If you choose, your preferred name will display within Workday instead of your legal name.

1. Click your **Related Actions** button.
2. Select **Personal Data** > **Change My Preferred Name**.
3. **Uncheck** Use Legal Name as Preferred Name.

4. Enter your new information.
5. Click **Submit** and **Done**.

ADD OR CHANGE YOUR PHOTO

1. Click your **Related Actions button** > **Personal Data** > **Change My Photo.**
2. Click the **Select files** button to locate, crop, and upload your image, or drag and drop your image directly into the Attachments section from your local drive.
3. Click **OK** and **Submit**.

Note: Personal photos should be a reasonably current and recognizable photo of your face. Please exercise professional judgment when making a photo selection.

VIEW TRANSACTION HISTORY

View your transaction history to see information such as personal data change dates.

1. Click the **Job** tab.
2. Click the **Worker History** subtab. Your business process history displays.
3. Click **View Worker History by Category**. The data is organized into different tabs to make it easier for you to review your history.

CHANGE A BUSINESS TITLE

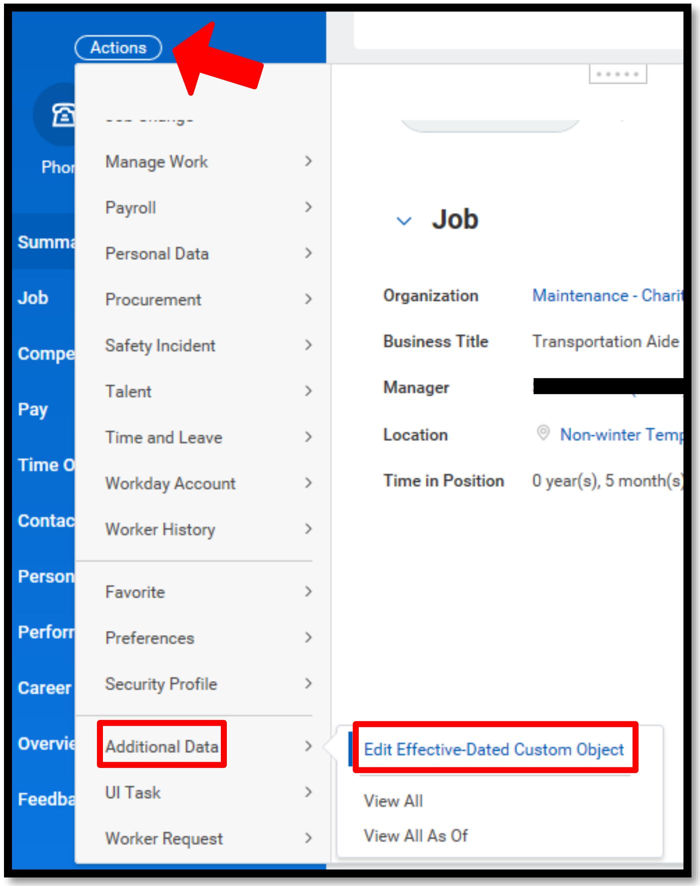
1. Click your Related **Actions button** > **Job Change** > **Change My Business Title**.
2. Enter the **Effective Date**.
3. Enter the proposed **Business Title**.
4. Click **Submit** and **Done**.

VIEW OR ENTER YOUR PROFESSIONAL CERTIFICATIONS

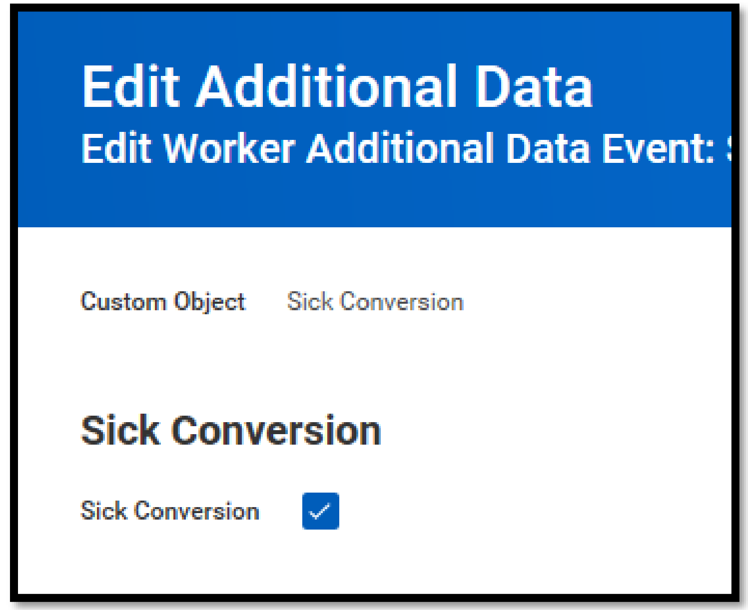
1. Click the **Career** tab.
2. Click the **Certifications** subtab to view or enter information.
3. View or enter your Certifications.
4. **Do Not** enter Driver's License information here. If you need to have it on file, your manager will enter it for you.

SICK CONVERSION

1. Click your **Related Actions** button.
2. Go to **Additional Data**
3. Go to **Edit Effective-Dated Custom Object** (instructions continued on page 3)



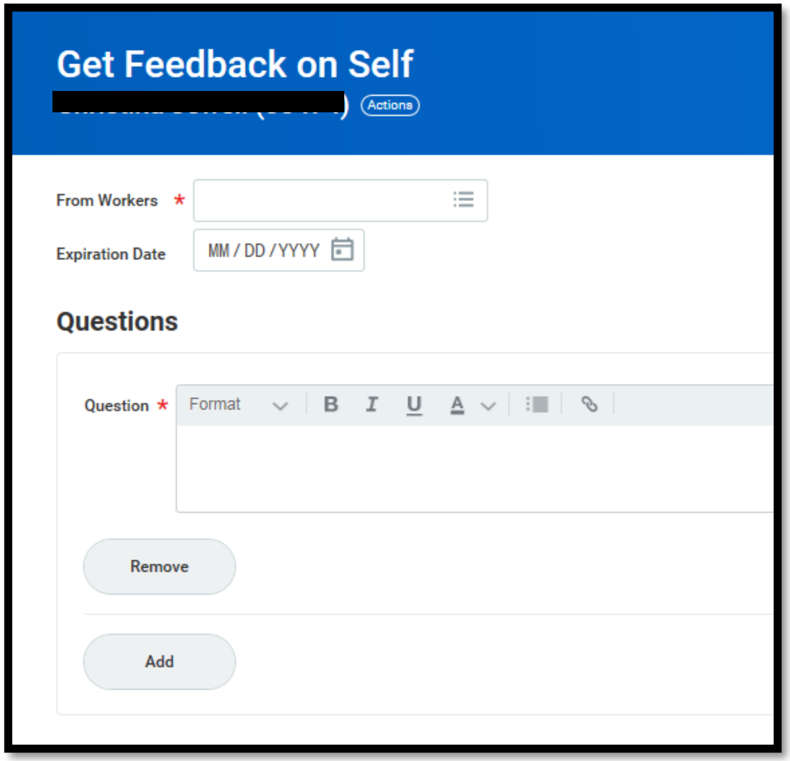
4. Enter Effective Date
5. Click **Ok**
6. Click Edit Additional Data
7. Click the box to turn **Sick Conversion** on/off. If there is a check mark in the box it is turned on, if there is not a check mark in the box it is turned off.



8. Click Submit.

GIVE AND RECEIVE FEEDBACK

1. Click the **Feedback** tab.
2. To **request** feedback from someone else within the agency you can.
3. Click **Get Feedback** at the bottom of the page.
4. Find the **employee** you want to receive feedback from, and type in the specific **question** you are wanting feedback on. (see picture on next page)



5. Click **Submit**
6. Click **Done**
7. The person who you requested feedback from will get an **inbox** message letting them know of your request.
8. You will receive a **notification (not an inbox)** when you receive a reply to your feedback request.
9. To **give** feedback to someone else within the organization who has **not** requested feedback from you.
10. Use **search** to find employee
11. Click on their **name**
12. Click Feedback
13. Click Give Feedback
14. Fill out **Form**
15. Click **Submit**
16. Click **Done**
17. The person you sent a request to will receive a notification that they have feedback.